



Centralized Accounting and Payroll/Personnel System

## **CAPPS Financials**

# **Fiscal Year-End/New Fiscal Year Activities**

**June 30, 2022**

# Fiscal Year-End Considerations

## CAPPS Fiscal Year-End (FYE) Considerations

- Review and correct open Vouchers
- Review close Requisitions/POs (Current AY)
- Review and correct unposted Journals
- Review accrual of Assets and interface issues
- Clear transactions from the HX Recycle/IN Browser

## CAPPS Tools

- Reconciliation queries
- WorkCenters
- CAPPS and BOBJ reports

# Fiscal Year-End Considerations...(continued)

- Review *USAS Fiscal Year-End Close Events* and take into account the interface dates for expiring AY transactions.
- Review CAPPS Financials Year-End Processing Instructions
  - Last Day/Future Day – Accounting Date Indicator (ensure accounting period is open)
  - Get New AY Reqs and POs fully processed before 9/1 if possible (ensure accounting period is open)

# Fiscal Year-End Considerations...(continued)

When setting up requisitions for the new year or when sourcing the requisitions to a Purchase Order:

- Use Budget Date of 9/1/new fiscal year.
- *Commitment Control* security of *Budget Date Override* is needed to change from current date.

**Note:** If current *Budget Date* is used on requisitions and purchase orders, the pre-encumbrances and encumbrances will show up on the prior year on the *Budget Overview Inquiry*.

# Fiscal Year-End Checklist

## Close Periods (recommendations):

- General Ledger (GL) – ProCard, purchase order, receipt accrual and requisitions should close accounting period from 7/31 and open to 9/1.
- GL – *Default* and *Unpost* should close from 6/30 or 7/31 and not open the 9/1 date fields until Sept. 1, 2022.

# New Fiscal Year Considerations

- Set up calendars for the new Fiscal Year/Open New Periods (most agencies are set up through 2050).
- Open Periods (Recommendations):
  - Asset Management (AM) and Accounts Payable (AP) can remain open until 9/1/23 (Fiscal 2024)
  - GL – ProCard, purchase order, receipt accrual and requisitions can be opened to 9/1/23 (Fiscal 2024) of the upcoming year.
  - GL – *Default* and Unpost should not be opened until 9/1/22 (start of Fiscal 2023).

# New Fiscal Year Considerations...(continued)

Add any new Chartfields:

- Account
- Fund Code
- Department
- Appropriation/PCA
- Appropriation Year
- Agy Chartfield 1

# New Fiscal Year Considerations...(continued)

- Add new *Chartfields* to *Combo Edits* and build *Combo Edits* as needed, for example:
  - Fund/PCA/AY
  - Acct\_Dept
  - Travel\_Project
- Update Budget Definitions (for example: *Appropriation* and *Rev Est*):
  - Add new *Appropriation Year*
  - Remove expired *Appropriation Year*
  - CAPPS support team – submit SR
- Update Budget Attributes



# New Fiscal Year Considerations...(continued)

- Create new tree/update existing trees:
  - Add new *PCAs*, *Accounts*, *Appropriations* and *Funds* to appropriate trees.
- Create/update any *Speedcharts* or *SpeedTypes* needed for the new fiscal year.
- Update system codes such as EDIPARMS, USPSWLK and JRNLWLK (especially those that contain *Appropriation Year* in the *Key Labels*).
- Update Descriptive Legal Text (DLT) and Comments, if needed.
- Add budget for the new fiscal year, for example:
  - *Appropriation*
  - *Org*
  - *Revenue Estimate*



# Thank You!

**CAPPS Production Support Team**